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Understanding the Solicitation Procurement Process Qualifications Based Selection for Professional Services & Best Value Selection for Alternative Delivery Projects

Presented by:
CONTRACT MANAGEMENT DEPARTMENT

Professional Services Procurement

State Law (Chapter 2254 of the Government Code otherwise known as the Professional Services Procurement Act) governs the selection of providers of “Professional Services” including:

- Architectural/Engineering
 - Surveying
 - Landscape Architecture
 - Comprehensive Planning
 - Commissioning
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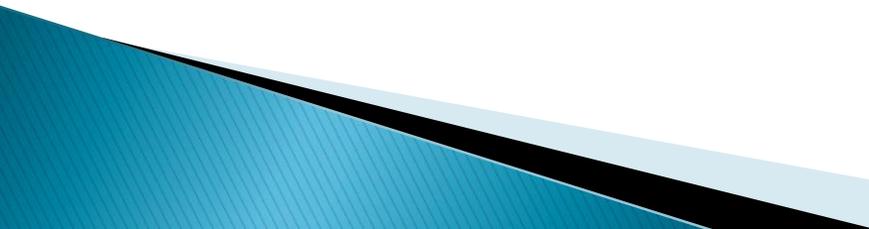
Professional Services Procurement

- ▶ Sec. 2254.003 SELECTION OF PROVIDER; FEES.
 - A governmental entity may not select a provider of professional services or a group or association of providers or award a contract for the services on the basis of competitive bids submitted for the contract or for the services, but shall make the selection and award:
 - On the basis of demonstrated competence and qualifications to perform the services; and
 - For a fair and reasonable price.

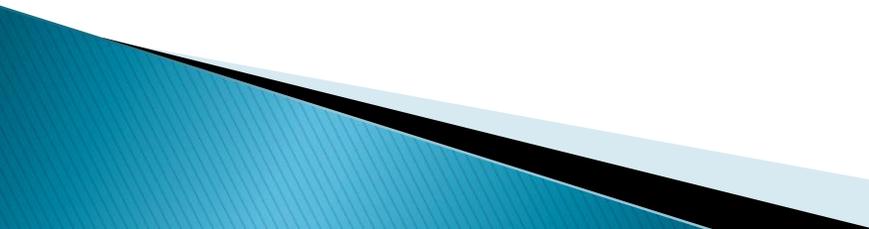
Qualifications Based Selection (QBS)

- ▶ QBS is recommended best practice to comply with Chapter 2254 (Professional Services Act)
- ▶ Process that helps you select the highest qualified A/E firm.
- ▶ Process focuses on A/E firms' qualifications and competence in relation to the scope and particular needs of your project.
- ▶ The Process is:
 - Straightforward
 - Easy to implement
 - Objective and fair
 - well-documented and defensible

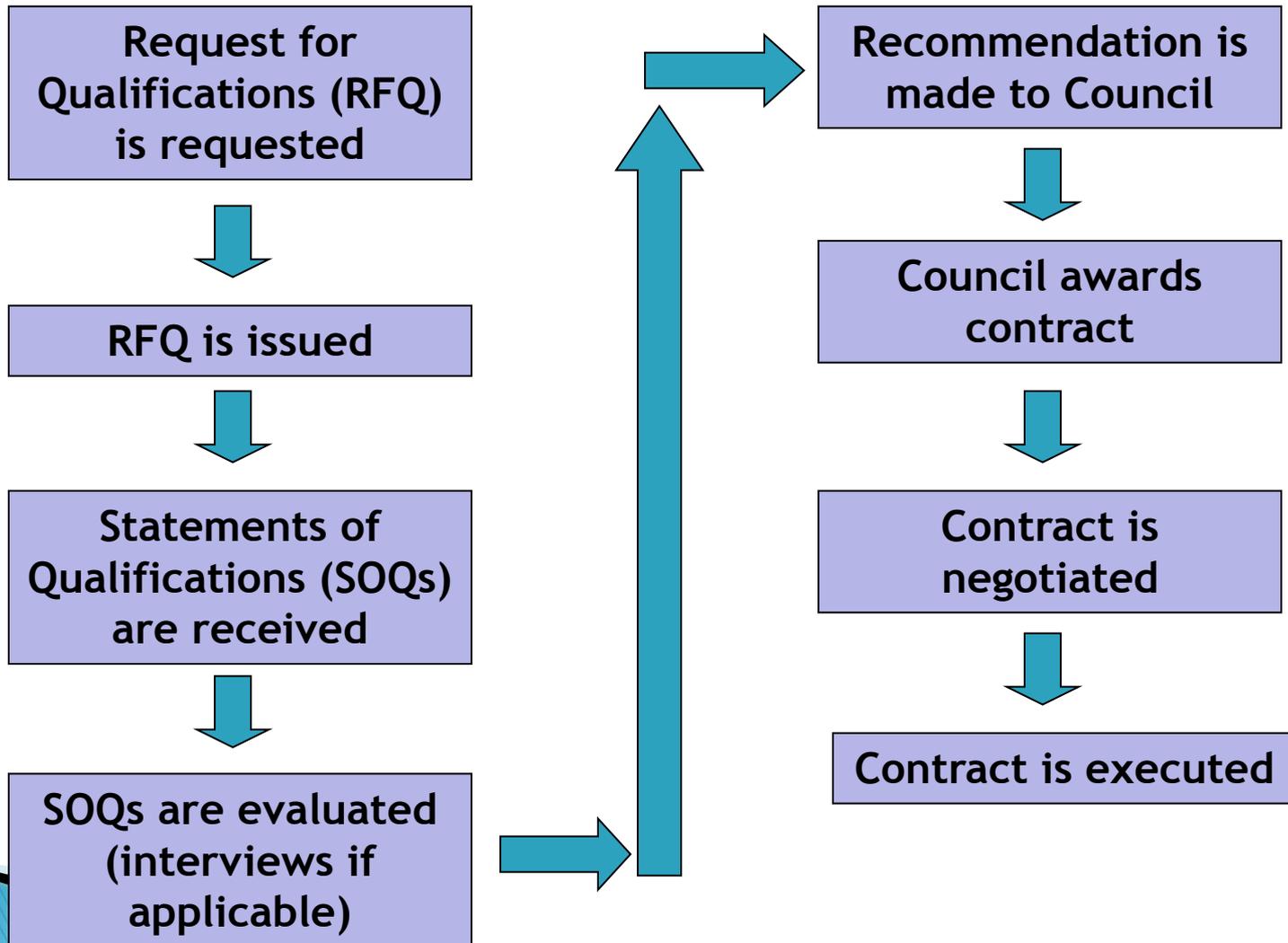
Professional Services RFQ – Scope Specific

- ▶ Request for Qualifications relevant to specific project description and need
 - ▶ Statements of Qualifications (SOQs) evaluated on experience and qualifications
 - ▶ Selection based on “most highly qualified”
 - ▶ Selected firm and alternate resulting from rankings is presented to Council
 - ▶ Council authorizes staff to negotiate and execute an agreement with the selected firm
 - ▶ If agreement cannot be met, negotiations will cease and negotiations will begin with alternate firm
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Professional Services RFQ – Rotation List

- ▶ Request for Qualifications relevant general scope of services and need
 - ▶ SOQs evaluated on experience and qualifications
 - ▶ Selection based on “most highly qualified” firms
 - ▶ List of recommended firms is presented to council
 - ▶ Council authorizes staff to negotiate and execute agreements with the recommended firms
 - ▶ Firms contracted for a specified time period
 - ▶ Work assignments made by established methodology
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COA RFQ Process Chart



Key Considerations for RFQ Process

- ▶ **COA Anti-Lobbying Ordinance**
 - No-Contact Period for active solicitations (from issuance of RFQ to Contract Execution)
 - All solicitation questions must go through the CMD Authorized Contact Person

 - ▶ **Maintain integrity of process**
 - Avoid conflicts of interest
 - Maintain confidentiality
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Evaluation Matrix and Criteria

- ▶ City underwent a QBS Enhancement Process
 - ▶ New Matrix and Criteria
 - ▶ Implemented July 2012
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Item #	Title	<u>Scope Specific</u> Max Pt Value (115 Total)	<u>Rotation List</u> Max Pt Value (100 Total)	<u>Current</u> Max Pt Value (125 Total)
1	M/WBE Procurement Program	N/A	N/A	N/A
2	Turned in All Required Documents	N/A	N/A	N/A
3a	Team's Structure	10	10	12
3b	Team's Project Approach	20	N/A	Combined with Team Structure
4	Experience of Key Personnel	20	25	24
5	Prime Firm's Comparable Project Exp	15	25	15
6	Major Scopes of Work – Comparable Project Exp	15	20	15
7	Team's Exp with Austin Issues	10	10	8
8	COA's Exp with Prime Firm	10	10	11
9	Interviews	15	N/A	25

Evaluation Matrix and Criteria

- ▶ Consideration Item 1: MBE/WBE Procurement Program
 - Scope Specific & Rotation List – YES or NO
 - ▶ Consideration Item 2: Turned In All Required Documents
 - Scope Specific & Rotation List – YES or NO
 - ▶ Consideration Item 3a: Team Structure
 - Scope Specific – 10 Points Max
 - Rotation List – 10 Points Max
 - ▶ Consideration Item 3b: Project Approach
 - Scope Specific – 20 Points Max
 - Rotation List – Not Applicable
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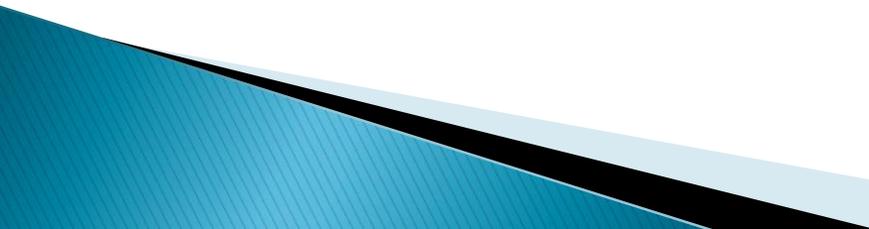
Evaluation Matrix and Criteria

- ▶ Consideration Item 4: Experience of Key Personnel
 - Scope Specific – 20 Points Max
 - Rotation List – 25 Points Max
- ▶ Consideration Item 5: Prime Firm's Comparable Project Experience
 - Scope Specific – 15 Points Max
 - Rotation List – 25 Points Max
- ▶ Consideration Item 6: Major Scopes of Work
 - Scope Specific – 15 Points Max
 - Rotation List – 20 Points Max

Evaluation Matrix and Criteria

- ▶ Consideration Item 7: Team's Experience with Austin Issues
 - Scope Specific – 10 Points Max
 - Rotation List – 10 Points Max

 - ▶ Consideration Item 8: City of Austin's Experience with Prime Firm
 - Scope Specific – 10 Points Max
 - Rotation List – 10 Points Max

 - ▶ Consideration Item 9: Interviews
 - Scope Specific – 15 Points Max
 - Rotation List – No Interviews Conducted
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Requirements for Evaluation Panels

Evaluation Panels are created following these criteria guidelines:

- 1) Technical expertise
 - 2) Diversity in ethnicity and gender
 - 3) Cross-section of departments using consultant
 - 4) No supervisor/employee relationships
 - 5) Ethics in the Consultant Selection Process course
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Confidentiality of the Evaluation Process

- ▶ Panel members are required to sign a Confidentiality and Non-Disclosure Agreement as each evaluation panel convenes
 - ▶ Panel members are responsible for protecting the submittals and guaranteeing non-disclosure of any information or materials contained in the submittals
 - ▶ Any calls or concerns regarding the SOQs or the solicitation are to be referred immediately to CPD for appropriate action
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RFQ Evaluation & Selection Process

- ▶ Phase I: Evaluation Panel reviews and scores statements of qualifications (SOQs) from Firms
 - ▶ Phase II: Based on scores, selected firms are interviewed by Panel
 - ▶ Phase III: Staff recommends to Council most highly qualified Firm
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BEST VALUE SELECTION FOR ALTERNATIVE DELIVERY METHODS



Alternative Delivery Methods

Sec. 2267.056 USING METHOD OTHER THAN COMPETITIVE BIDDING FOR CONSTRUCTION SERVICES; EVALUATION OF PROPOSALS; CRITERIA. (a) The governing body of a governmental entity that considers a construction contract using a method authorized by this chapter other than competitive bidding must, before advertising, determine which method provides the **best value** for the governmental entity.



Alternative Delivery Methods

“Alternative” because the solicitation, evaluation, selection, contracting and project delivery methods varies from the most competitive bidding (low bid) method.

Selection is based on a determination of “Best Value” to the Governmental Entity.

Alternative Delivery Methods Procurement

State Law (Chapter 2267 of the Government Code) governs contracting and delivery procedures for construction projects other than competitive bidding, otherwise known as “Alternative Delivery Methods” which include:

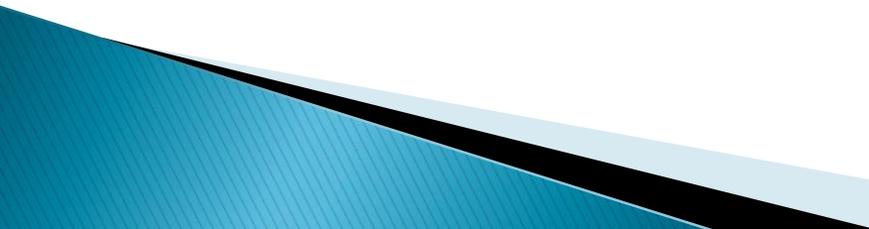
- Competitive Sealed Proposals (CSP)
 - Construction Manager at Risk (CMR)
 - Design–Build (DB)
 - Job Order Contracting (JOC)
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Best Value Selection Process

While Different, the Procurement Process is Structured Similarly to the QBS Process for Professional Services

- ▶ Request for Proposals (or Qualifications) are publicly advertised.
- ▶ City-staffed Evaluation Panel performs evaluation and ranking of proposals.
- ▶ Proposals are evaluated on response to published “Best Value” Criteria.
- ▶ Highest ranked proposer is recommended to Council.
- ▶ Negotiations and execution with top-ranked proposer begins and if unsuccessful, negotiations cease and begin with next ranked proposer.

Best Value Selection Factors

- ▶ Technical Experience of Company and Key Personnel
 - ▶ Experience with Austin Environmental Issues and other Austin Area Issues
 - ▶ Quality of Safety Program and Safety Record
 - ▶ Financial Capability
 - ▶ Quality of Services and Past Performance
 - ▶ MBE/WBE Program Participation
 - ▶ Quality Assurance/Quality Control
 - ▶ Sustainable practices and business practices
 - ▶ Competitiveness of Price
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Considerations to Choosing Alternative Delivery Methods

- Work complexity
 - Coordination complexity
 - Project size and duration
 - Project scope
 - Need for constructability reviews
 - Technical expertise
 - Schedule sensitivity
 - Fast-tracking of work
 - Recurring need for repairs/improvements
 - Subcontracting opportunities
 - Internal expertise and availability
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Questions?

